



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

OPNAVINST 1000.1N
DNS
8 Dec 2015

OPNAV INSTRUCTION 1000.1N

From: Chief of Naval Operations

Subj: REPORTING PRESENCE OF NAVY FLAG OFFICERS VISITING THE
WASHINGTON, DC AREA

Encl: (1) Standard Operating Procedures for Visiting Flag
Offices

1. Purpose. To establish requirements for flag officers to provide the Secretary of the Navy and the Chief of Naval Operations (CNO) with information relative to their visit in the Washington, DC area. Major changes to this revision include instructions on how to secure parking for flag officers and the use of email vice messages to notify CNO of flag officer visits. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1000.1M.

3. Action

a. Flag officers who expect to visit the Washington, DC area in a duty status are required to notify the CNO by email at BWC.PTGN@navy.mil and provide the information in subparagraphs 3a(1) through 3a(4).

(1) Name, grade, and duty station.

(2) Estimated date and time of arrival, and estimated date and time of departure.

(3) Local area working address and telephone number.

(4) Local area overnight address and telephone number, if applicable.

b. If circumstances prevent an email submission, flag officers are requested to provide the information in subparagraphs 3a(1) through 3a(4) by telephone to the battle

watch captain at (703) 695-0231 or Defense Switched Network (DSN) 225-0231. The battle watch captain will pass the information to the CNO flag representative and Director, Navy Staff (DNS) for appropriate action.

c. Flag officers who visit the Washington, DC area in a non-duty status, including reservists on inactive duty, are requested to notify the battle watch captain by telephone after arrival in the area. Duration of stay, local residence, phone numbers, etc., must be provided.

4. Responsibilities

a. The DNS Executive Secretariat (DNS-1) maintains the schedule for all three visiting flag offices (VFO). Staff can be reached at (703) 692-9040/5299 or DSN 222-9040/5299. Enclosure (1) contains standard operating procedures. VFOs are available for use Monday through Friday from 0700-1800, in the Pentagon as listed in subparagraphs 4a(1) through 4a(3).

(1) VFO 1, Room 4B548, (703) 693-5319.

(2) VFO 2, Room 4C549B, (703) 693-5323.

(3) VFO 3, Room 4C549A, (703) 695-0536.


b. Any VFO requests outside of the VFO working hours require approval from the DNS front office. Please note, DNS-1 is not responsible for reserving parking for the visiting flag officer. The visiting flag officer's staff can visit the Department of the Navy Assistant for Administration (DON/AA) portal or call the Department of the Navy's parking representative for reservation of parking, listed in subparagraphs 4b(1) and 4b(2), respectively.

(1) <https://portal.secnav.navy.mil/apps/Pages/Temporary-Parking-Request.aspx>

(2) DON/AA Facilities and Support Services Division,
(703) 697-0874.

OPNAVINST 1000.1N
8 Dec 2015

5. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.


R. L. THOMAS
Director, Navy Staff

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STANDARD OPERATING PROCEDURES FOR VISITING FLAG OFFICES

1. DNS-1 bears responsibility for scheduling of VFOs. VFOs are for use by U.S. Navy flag officers; however, other Service flag officers and senior executive service (SES) civilians will be given every consideration on a case by case basis. The VFOs are provided as office space when flag officers have to be present in the Pentagon. The purpose of this enclosure is to lay out procedures for the allocation of VFOs 1, 2 and 3.

2. A VFO can be scheduled by emailing "DNS-1 Executive Secretariat" at W_CNO_PTGN_DNS-1_Executive_Secretariat_GS@navy.mil. Include in the email the full name and title of the visiting flag officer; the requested date and time of reservation; and point of contact information for the reservation. The rules in subparagraphs 2a through 2e apply to all VFOs.

a. VFOs are booked by seniority. All VFO reservations have to be submitted with anticipation. Requests must be submitted, at a minimum, of 5 calendar days prior to reservation. Allow 24 hours for a response from the DNS-1 staff.

b. All CNO foreign guests will take top priority.

c. Priority 2 will be given to out-of-town flag officers.

d. Priority 3 will be given to local flag officers.

e. Priority 4 will be given to SES personnel.

3. Local flag officers will be bumped by out-of-town flag officers for use of the VFO regardless of the out-of-town flag officer's rank.

4. DNS-1 will make all decisions regarding reserving or bumping flag officers of the same rank.